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October 19, 2012

TO: Each Supervisor

FROM: Jonathan E. Fielding, M.D., M.P.H. *JEFielding MD*  
Director and Health Officer

SUBJECT: **REQUEST TO AMEND EXISTING INFORMATION TECHNOLOGY SUPPORT SERVICES MASTER AGREEMENT WORK ORDER 7E-2294**

This is to notify you of the intent of the Department of Public Health (DPH) to request the Internal Services Department (ISD) to amend the Information Technology Support Services Master Agreement (ITSSMA) Work Order 7E-2294 with Totalis Consulting Group, Inc. to extend the term through September 30, 2013, and increase the Project Manager project total maximum amount by \$126,218 from \$489,000 to \$615,218.

DPH is responsible for helping to protect and promote the general health and well-being for the population of the County of Los Angeles. To achieve this goal, DPH operates a diverse set of programs for policy development, disease control, health promotion, health care, and environmental health, addressing the environment, the population at large, and special populations. These programs are highly specialized and have unique requirements for automation support, data collection, and information management.

The scope of work for this Amendment is to support the acquisition, development, enhancement, and integration of information systems to address DPH operations. During the time period for this Amendment, the Project Manager Consultant will develop and maintain project plans, including major milestones and risk management; ensure alignment with software development standards and procedures; monitor tasks and delivery schedules; manage change control process and implementation activities; and provide weekly status reports for information systems projects that support all relevant DPH processes and workflows.

**Justification**

At this time, DPH does not have sufficient staff with the requisite technical skills and knowledge to perform project management responsibilities. This Amendment will ensure the continuity of project management services to improve DPH operations through automation support, data collection, information management, and improve DPH's ability to respond efficiently and effectively to public health matters within the jurisdiction. DPH will request a Senior Information Systems Analyst position during Fiscal Year (FY) 2013-14 budget. Upon hiring permanent staff, DPH will require the assistance of

this consultant to provide necessary mentoring and transfer of knowledge. DPH will not request any additional time extensions or increases in dollar amounts for the Project Manager Work Order.

The Consultant's hourly rate for this Work Order will remain the same through the extended term of this Work Order. Sufficient funds for this project are available in DPH's FY 2012-13 Budget. Costs will be partially offset by the Centers for Disease Control and Prevention's Strengthening Public Health Infrastructure for Improvement Health Grant.

**Notification Timeline**

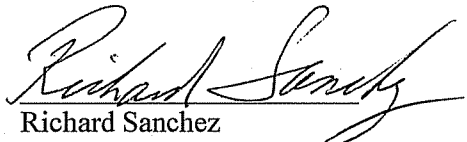
Consistent with ITSSMA policies and procedures, I am informing your Board of my intention to extend the term of this Work Order and increase the maximum dollar amount for a final time. If no objection is received from your Board within ten business days upon receipt of this Board notification, I will request ISD to proceed with the Amendment of this Work Order.

If you have any questions or require additional information, please let me know.

JEF:jg

c: Executive Officer, Board of Supervisors  
Chief Executive Officer  
County Counsel  
Chief Information Officer  
Director, Internal Services Department

**REVIEWED BY:**

  
Richard Sanchez  
Chief Information Officer

10-30-12  
Date

## ITSSMA WORK ORDER CHECKLIST

Department Name: Public Health

Contact Person/Phone: Matthew Der (323) 890-8603

Project Name: DPH Software Project Manager/Business Analyst

Estimated Work Order Cost: \$126,218 Duration: 12 months

Check all applicable responses below and include explanations where requested (attach additional pages as necessary).

### **TIME & MATERIAL WORK ORDER - FOR GENERAL SUPPORT**

#### **NOT RELATED TO A SPECIFIC PROJECT**

(Does not require CIO approval)

How many consultants will be required? 1

How long will the consultants be required for? 12 months

How many ITSSMA consultants are currently on board? 1

Explain why you are using ITSSMA Contractors rather than County staff for this function.

The Department does not currently have sufficient in-house staff with the requisite skills to provide project management services.

Does your department have staff that can provide services? YES ☐ NO ☒

Does your department have open budgeted positions? YES ☐ NO ☒

If no, will you be requesting these position(s) in budget? YES ☒ NO ☐

If Yes, what FY? 13-14 Have you tried to fill with in-house staff? YES ☐ NO ☒

Do you anticipate the cost of the contracting services to exceed \$300,000 based on the technical need? YES ☐ NO ☒

Is mentoring County Staff in a specific technology part of the contract? YES ☒ NO ☐

What will you do at the end of this work order if staff has not yet been recruited (e.g., re-bid, sole source extension request, etc.).

The department will work diligently to recruit a qualified Senior Information Systems Analyst. If additional time is needed, the department will request a re-bid.